



December 2003

# SCHOOL FINANCE UPDATE

*A Monthly Newsletter Published by the School Finance Division*

Montana Office of Public Instruction  
Box 202501  
Helena, MT 59620-2501

Phone (406) 444-4401  
FAX (406) 444-0509  
<http://www.opi.state.mt.us>

Linda McCulloch, State Superintendent

This monthly newsletter is emailed to school districts, county superintendents, county treasurers, and auditors. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward this information to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

## **Federal Economic Stimulus Payment for Technology Distributed**

On November 20, Governor Martz announced the distribution of \$1.75 million in funding for district technology programs. The new money for schools came from the original \$73 million the federal government sent to Montana as part of federal tax cut legislation. These funds were distributed to schools along with the December BASE aid payment and must be deposited in the Technology Fund (28) using revenue account 4650 – Miscellaneous Federal Grants/Revenue from OPI and expenditure program 465. Districts may not transfer these funds to another fund for expenditure. The Technology fund is a budgeted fund so districts that intend to spend more in FY2004 than the amount currently budgeted for that fund will need to adopt a budget amendment. Alternatively, the additional funds may be held in reserve and budgeted for expenditure in FY2005 or beyond.

The funds were distributed to districts under the provisions of MCA sections 20-9-533 and 20-9-534 and can be used for the purchase, rental, repair, maintenance, and depreciation of technological equipment including computers and computer network access, and for associated technical training for school district personnel. A report showing the amount of each district's payment is posted on the OPI web site at

<http://www.opi.state.mt.us/PDF/SchoolFinance/TechFund.pdf>. For more info, contact Bonnie Maze at [bmaze@state.mt.us](mailto:bmaze@state.mt.us) or 444-3249, or Nancy Hall at [nhall@state.mt.us](mailto:nhall@state.mt.us) or 444-9852.

## **Tuition Payment Due in December**

Districts and counties that are responsible for tuition payments for attendance during FY2002-03 must pay at least half the amount due by December 31 (MCA 20-5-324).

Contact Mike Waterman at (406) 444-4524 or email [mwaterman@state.mt.us](mailto:mwaterman@state.mt.us) if you need assistance.

## **REQUESTED GRANT CASH YET?**



Please check to ensure you have submitted an Annual Cash Request Form to OPI for Federal and state grant projects. The form lists cash requests for each month of the fiscal year. You can amend the annual form at any time through the end of the grant by submitting a new form marked "Amended." Cash requests received by the 25th of the month will be paid on the 10th of the following month. Contact Mike Waterman at (406) 444-4524 or [mwaterman@state.mt.us](mailto:mwaterman@state.mt.us) if you need assistance.



**2nd Semester Bus Inspections Due**  
Inspections must be passed by January 31, 2004, to receive full funding for the second semester.

## Pupil Transportation News

The Pupil Transportation website has been re-organized for ease of navigation. See it at <http://www.opi.state.mt.us/PupilTransport/index.html>.

TR-4 Bus Route information forms were due at the OPI October 15. If one of your bus routes has a change in length and/or bus utilized for the route, please submit an amended TR-4 prior to January 15, 2004. Questions can be directed to Maxine Mougeot at (406) 444-3096 or email [mmougeot@state.mt.us](mailto:mmougeot@state.mt.us).

## Impact Aid Workshop Held

OPI hosted an Impact Aid workshop in Lewistown at the Yogo Inn on Thursday, December 18. Kerry Wingell of the U.S. Dept of Education, Impact Aid Program, was the guest speaker and covered an overview of the Impact Aid Program laws and information about completing the Impact Aid Application. For more information, contact Tal Redpath at (406) 444-3024 or [fredpath@state.mt.us](mailto:fredpath@state.mt.us).



## A-133 "Federal" Audit Reminder

A-133 audits for FY03 are to be completed and reported to the Department

of Administration and the OPI by March 30, 2004. If you don't have your audit contract completed, please get it in soon. Remember: "Whenever bidding is required, the contract must be awarded to the lowest responsible bidder, except that all bids may be rejected." (20-9-205(5), MCA)

## 2004 Elections Calendar—Ready!

The calendar for the May 4, 2004 trustee and general fund election has been updated and is posted at the following website:



<http://www.opi.state.mt.us/PDF/SchoolFinance/forms/2004ElectionCal.pdf>.

Need more information about elections? Contact Mike Waterman at (406) 444-4524 or [mwaterman@state.mt.us](mailto:mwaterman@state.mt.us).

## School Finance Forms and Publications on Internet

Need an attendance agreement /tuition form? Transportation forms? Elections calendar? General information about school budgeting and accounting? See the School Finance area of the OPI website for forms and publications at <http://www.opi.state.mt.us/schoolfinance/forms.html>. Let us know if you are looking for a particular form, and we'll do our best to provide it electronically!



## Fill-In Forms Provided by MASBO

Several fill-in forms (TR-1, TR-4, grant cash request forms) are available on the MASBO website at

<http://www.masbo.com>. Special thanks to MASBO's Roger Heimbigner, who developed the forms!



### Useful Websites

#### List of all Official OPI E-Mails:

[http://www.metnet.state.mt.us/Official\\_Mail](http://www.metnet.state.mt.us/Official_Mail)

#### OPI's GASB 34 Web Page:

<http://www.opi.state.mt.us/schoolfinance/gasb34.html>.

#### OPI's "Get Answers" searchable databases:

[http://data.opi.state.mt.us/scripts/rightnow.cf/q/php.exe/enduser/std\\_alp.php](http://data.opi.state.mt.us/scripts/rightnow.cf/q/php.exe/enduser/std_alp.php)

#### Bus Safety and Driver Training Videos:

<http://www.opi.state.mt.us/pdf/pupiltransport/TrainingVideos.pdf>

#### School Finance forms and publications:

<http://www.opi.state.mt.us/schoolfinance/forms.html>

#### FP-14 Student Attendance Agreement

<http://www.opi.state.mt.us/PDF/SchoolFinance/forms/FP14.pdf>

#### FP-14A Special Tuition Rates (used with FP-14)

<http://www.opi.state.mt.us/PDF/SchoolFinance/Tuition/SpecTuitRates.pdf>

#### 2004 Elections Calendar:

<http://www.opi.state.mt.us/PDF/SchoolFinance/forms/2004ElectionCal.pdf>. Need more information about elections? Contact Mike Waterman at (406) 444-4524 or [mwaterman@state.mt.us](mailto:mwaterman@state.mt.us).

#### CFDA Numbers for Federal Grants:

<http://www.opi.state.mt.us/FederalPro->

[grams/handbook.html](#) (Appendix F of the OPI State and Federal Grants Handbook)

*If your enrollment increased more than 6% over the average enrollment in SY 2002-03, your district may be eligible for additional state funding.*

**Budget Amendment Packet:** OPI offers a packet of information about the budget amendment process for school districts:

<http://www.opi.state.mt.us/pdf/schoolfinance/forms/2002bapacket.pdf>

#### Montana Codes Annotated (MCA) Online:

<http://www.opi.state.mt.us/masterMCASearch.htm>

Let us know if you are looking for a particular form, and we'll do our best to provide it electronically!

#### OPI School Finance Division Staff

Joan Anderson [janderson@state.mt.us](mailto:janderson@state.mt.us)

Nica Carte [ncarte@state.mt.us](mailto:ncarte@state.mt.us)

Bonnie Maze [bmaze@state.mt.us](mailto:bmaze@state.mt.us)

Jim Oberembt [joberembt@state.mt.us](mailto:joberembt@state.mt.us)

Tal Redpath [trredpath@state.mt.us](mailto:trredpath@state.mt.us)

Nancy Hall [nhall@state.mt.us](mailto:nhall@state.mt.us)

Denise Ulberg [dulberg@state.mt.us](mailto:dulberg@state.mt.us)

Mike Waterman [mwaterman@state.mt.us](mailto:mwaterman@state.mt.us)

Maxine Mougeot [mmougeot@state.mt.us](mailto:mmougeot@state.mt.us)

